



JOB DESCRIPTION

The Education Achievement Authority of Michigan is a new statewide school system that will assume operation of the lowest 5 percent of performing schools in the state of Michigan that are not achieving satisfactory results on a redesign plan or that are under an Emergency Manager. It is designed to provide a new, stable, financially responsible set of public schools that create the conditions, supports, tools and resources under which teachers can help students make significant academic gains. It will first apply to underperforming schools in Detroit in the 2012–2013 school years and then be expanded to include low performing schools throughout Michigan.

JOB TITLE: Chief Accountant

REPORTS TO: Deputy Chancellor, Business, Fiscal Affairs and Operations

SUMMARY

Under the direction of the Deputy Chancellor, Business, Fiscal Affairs, and Operations the Chief Accountant will maintain the data integrity of the general ledger in accordance with generally accepted accounting principles and reconcile balance sheet accounts as assigned. Perform requirements for cash and debt management in compliance with EAA of Michigan policy and bond covenants. Reconcile general ledger accounts, bank statements and fixed assets. Prepare monthly reports reflecting spending versus budget and assist the Deputy Chancellor with budget development. Prepare analysis schedules and cash flow projections. Assist with year-end and monthly reporting functions. Perform financial analysis of redevelopment projects that apply for tax incentives as a funding source to determine the fiscal impact on the EAA of Michigan. Provide support to the Deputy Chancellor, Business, Fiscal Affairs and Operations and work with a sense of uncompromising cooperation with members of the Chancellor's Cabinet to ensure a unified effort in the achievement of EAA's goals and objectives.

PRIMARY RESPONSIBILITIES:

1. Performs general ledger balancing and posting of accounting transactions for accounts payable, purchasing, budget, payroll, food service, inventory and other general ledger adjustments as required for each posting cycle (daily, monthly, yearly) and coordinates general ledger requirements for month-end and year-end close with the Deputy Chancellor, Business, Fiscal Affairs and Operations.
2. Prepares and files required reports to ensure compliance with tax, grant and audit requirements.
3. Completes moderately complex accounting assignments and ensures that comprehensive accounting records are maintained in an organized manner.

4. Establishes and maintains a file management system for all journal vouchers and account codes and maintains a control log of journal vouchers processed and ensures that supporting documentation is attached, appropriate authorization is present.
5. Provides monthly status reports to the Deputy Chancellor, Business, Fiscal Affairs and Operations.
6. Establishes and maintains positive communication with financial institutions, investment brokers, trustees, actuaries, and financial advisors of the EAA.
7. Maintains cash flow projections and invests surplus cash as required.
8. Creates accounting and financial reports using the financial management system's report writer as required by staff and management.
9. Review and approve monthly reconciliations of all cash, investment, inventory, student activity, accrued interest, income, agency fund, trust funds and other balance sheet accounts assigned.
10. Demonstrates courteous and cooperative behavior when interacting with students, clients, visitors, and EAA staff; acts in a manner that promotes a harmonious and effective workplace environment.
11. Promotes the Chancellor's goals and priorities in compliance with all policies and procedures.
12. Maintains absolute confidentiality of work-related issues, records and EAA information.
13. Ensures that the EAA receives an external audit that is clean – free of citations and/or accounting violations.
14. Perform other duties as assigned by the Deputy Chancellor, Business, Fiscal Affairs and Operations.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Accounting. Five (5) years of experience. CPA Required.

KNOWLEDGE AND SKILLS

- Knowledge of:
 1. Generally Accepted Accounting Principles and Generally Accepted Auditing Principles.
 2. Government Accounting Standards Board (GASB), standards, recommended practices, rules and regulatory reporting requirements.
 3. Federal and state fund accounting regulations, procedures, and accountability standards.
 4. State and Federal laws governing public sector financial functions and funding.
 5. Techniques and practices for efficient and cost effective management of resources.
- Skill in:
 1. Reading, interpreting, understanding and applying accounting standards and procedures, applicable Federal and state rules and regulations, and EAA policies and procedures.
 2. Analyzing EAA needs, and prioritizing and promoting financial strategies to meet future needs.

3. Monitoring and interpreting financial documents.
4. Analyzing financial issues, evaluating alternatives, and developing recommendations and strategies.
5. Maintaining complex financial and technical records, and forecasting revenues and expenditures.
6. Assessing and prioritizing multiple tasks, projects and demands.
7. Establishing and maintaining effective working relationships with co-workers and clients.
8. Operating a personal computer using standard and specialized software.
9. Communicating effectively verbally and in writing.

Additional Qualifications:

- Must have an exemplary attendance record.
- Must be able to verify whether U.S. citizen, resident alien, or otherwise authorized to accept employment in the U.S.
- Must be physically able to perform the duties and responsibilities outlined with or without accommodations.

FILING DEADLINE: Posted until filled

SALARY: Commensurate with experience.

LENGTH OF WORK YEAR: Twelve (12) Months

EFFECTIVE DATE: Immediately

METHOD OF APPLICATION: All interested candidates should submit a letter of application and current resume to:

Dr. Rebecca Lee-Gwin
Deputy Chancellor, Business, Fiscal Affairs and Operations
Education Achievement Authority of Michigan
3022 West Grand Boulevard, Suite 14-652
Detroit, Michigan 48202

By E-mail to: lee-gwinr@michigan.gov